

Recreation Administrative Assistant - 1033

Primary Reason Why Classification Exists:

To performs general to skilled clerical and administrative support work for the Parks & Recreation Department

Distinguishing Features of the Class

An employee in this class provides clerical and administrative support functions for management officials.

Illustrative Examples of Work

- Maintains department files records for budget, personnel, and general operations; maintains department calendar of events, schedules appointments & interviews with staff, and responds to invitations for services or meetings
- Prepares brochures, newsletters, web pages and bulletin boards publicizing department activities
- Maintains employee records; purchases department supplies; creates and laminates fitness membership cards; verifies accuracy of important documents and records; enters, verifies, and submits weekly employee time sheets; transcribes and composes routine correspondence; types various reports and materials
- Logs and maintains records of complaints; answers questions and responds to inquiries or complaints on departmental and/or city operations, policies, and procedures and refers unresolved complaints to supervisors when needed
- Attends committee meetings; compiles and types agendas and minutes for boards and commissions
- Serves as receptionist for department; answers telephone calls and assists walk-in customers; may issue equipment and uniforms for free play and athletic programs
- Receives and deposits funds from recreation center activities, athletic program registrations, uniform purchases, shelter reservations, fitness room memberships, and fees for cemetery and rental of community building and historic Newton train depot fees
- Provides clerical support for cemetery operations including Living Tree Memorials and serves as backup for opening and closing facilities
- Performs related tasks as required

Knowledge, Skills, and Abilities:

- Thorough knowledge of standard clerical office practices, procedures, equipment, and techniques
- Thorough knowledge of business English, spelling, and arithmetic
- Thorough knowledge of the organization and functions of the department and of general administrative policies and practices
- Ability to maintain office records and prepare accurate reports from file sources
- Ability to work independently without close supervision
- Ability to transcribe and type notes from meetings
- Ability to operate office computers and related software applications
- Ability to produce, edit, distribute, and maintain departmental web pages, brochures, flyers, and related documents for marketing purposes

- Ability to establish and maintain effective working relationships with associates and the general public

Physical Requirements

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for visual inspection involving small defects and/or small parts, determining the accuracy and thoroughness of work, and observing general surroundings and activities

Working Conditions

Worker is not subject to adverse environmental conditions.

Education and Experience

Any combination of education and experience equivalent to graduation from high school and considerable clerical or office administration experience including computer and supervisory skills.

Special Requirements

Valid North Carolina driver's license

Certified as a North Carolina Notary Public

First aid & CPR

FLSA Status: Nonexempt (eligible for overtime or equivalent compensatory time at 1½ times the employee's regular weekly rate for all hours worked in excess of 40 hours in the City's official work week and not the employee's work schedule)

Disclaimer

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Physical Requirements and Working Conditions section of this classification may vary from position to position and a more thorough description of these elements can be found in the employee's Position Analysis Questionnaire (PAQ). The employer reserves the right to assign or otherwise modify the duties assigned to this classification.

January 2015